



JOB VACANCY POSTING

POSTING NUMBER: HR-0094

ISSUE DATE: July 8, 2014

TITLE: Graphic Artist 2

CLOSING DATE: July 22, 2014

DIVISION/UNIT: Office of the Commissioner
Communication's Office

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: A17: \$42,353.03 - \$59,681.18

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

Serve as the lead technical person overseeing the DCA website; manage the Websters user group; manage user accounts in Team Site, the State's content management software; ensure that the New Jersey Office of Information Technology (OIT) web policies are being adhered to; serve as the technical liaison between DCA and OIT when issues arise or major changes need to be implemented to the website; serve as a backup to divisional websters when they are not available to update content or approve posting to the site. The webmaster should know HTML, CSS, FTP, XML, web design standards and conventions, graphics software such as Adobe Photoshop and Dreamweaver, content management software such as Team Site and WordPress, JavaScript, web accessibility standards for ADA compliance.

REQUIREMENTS

EDUCATION

REQUIRED FOR ALL LEVELS

Graduation from an accredited college or university with an Associate's degree in Graphic Designs or Multimedia Design.

NOTE: Applicants who do not possess an Associate's degree may substitute a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing applications.

EXPERIENCE:

Two (2) years of experience in work involving graphic arts.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0094
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.